

**Department of Health and Human Services (DHHS)  
Grants Management Advisory Committee (GMAC)**

**March 10, 2016 Meeting Minutes**

**Approved June 9, 2016**

**Videoconference Locations**

Nevada State Legislature, 401 S Carson Street Room 3137, Carson City NV

Great Basin College, 1500 College Parkway, Chilton Circle Modular Conference Room, Elko NV

Grant Sawyer Building, 555 E Washington Avenue Room 4401, Las Vegas NV

**Members Present**

Leslie Bittleston

Deborah Campbell

Jeff Fontaine

Dr. Michele Howser

Dan Musgrove

Marcia O'Malley

Cindy Roragen

Diane Thorkildson

Dr. Allie Wright

Candace Young-Richey

**Members Absent**

Jeff Bargerhuff

Minddie Lloyd

Greg Wieman

**Staff Present**

Laurie Olson, DHHS, Chief, Office of Community Partnerships and Grants (OCPG)

Cindy Smith, Pat Petrie, Elena Espinoza, Gloria Sulhoff, DHHS OCPG

**I. Welcome**

Committee Chair Jeff Fontaine welcomed everyone and called the meeting to order at 9:04 am. Roll call was taken and a quorum was confirmed.

**II. Public Comment**

None

**III. Approval of GMAC Meeting Minutes**

- Dan Musgrove moved to approve the minutes of the December 10, 2015 quarterly meeting as presented. The motion was seconded by Leslie Bittleston and carried unopposed.
- Mr. Musgrove moved to approve the minutes of the special December 22, 2015 teleconference as presented and thanked staff for the thoroughness of both sets of minutes. Ms. Bittleston seconded the motion and it carried unopposed with one abstention (Michele Howser).

**IV. Annual Election of Officers**

Deborah Campbell, citing the expertise of the current chair and vice chair, nominated Mr. Fontaine for the office of Chairman and Mr. Musgrove for the office of Vice Chair. Marcia O'Malley concurred and seconded

the nominations. Both Mr. Fontaine and Mr. Musgrove agreed to serve another term, and there were no other nominations.

- Ms. Campbell motioned to elect Mr. Fontaine to the office of Chair and Mr. Musgrove to the office of Vice Chair, each for a one-year term ending March 31, 2017. Ms. O'Malley seconded the motion. There was no further discussion, and the motion carried unopposed.

## **V. GMU Reports**

### GMU Activities

Laurie Olson, OCPG Chief, explained that the first year of the two-year grant cycle usually allows for some down time to work on other projects, but this year has been quite busy.

- The Grants Management Unit (GMU) has changed its name to the Office of Community Partnerships and Grants (OCPG) to better reflect the scope of work that is being done in the Unit. The Unit's mission has been for many years: *To be a valued partner in strengthening the ability of communities to respond to human service needs.* The mission statement has been updated: *To help families and individuals in Nevada reach their highest level of self-sufficiency by supporting the community agencies that serve them through engagement, advocacy and resource development.* Staff also developed a set of guiding principles:
  - *The OCPG builds and supports statewide community networks that help families and individuals assess their needs and work toward holistic solutions.*
  - *The OCPG manages available grant funds in a fair and responsible manner that encourages engagement among community organizations, stimulates innovation and maximizes impact.*
  - *The OCPG shares responsibility for program accountability, growth and success with its community partners.*
  - *The OCPG engages in the development of new programs and strengthens existing programs through short- and long-term planning, establishing meaningful goals, tracking achievements, and advocating for sustainability.*
  - *The OCPG serves as a department-wide resource to foster common standards in grantmaking, streamline processes, share compliance requirements, and otherwise advocate for enhanced coordination among divisions that grant funds to community partners.*
  - *The OCPG inspires staff to strategically and professionally execute their present responsibilities while preparing for the next steps in their careers.*
- A few legislative sessions ago the OCPG was given responsibility for administering the Contingency Account for Victims of Human Trafficking. At its last meeting, the GMAC received an update on human trafficking and the exploratory work that two staff have been doing to determine the role of the OCPG. We have since learned there are already many leaders around the state who have been working on this for a long time; therefore, there is no reason for OCPG to take a leadership role, but the OCPG will provide support when projects need staffing or guidance.
- Differential Response (DR) program operations transitioned to DCFS on January 15, 2016. The OCPG will continue to manage the DR grant funds for the time being; perhaps until the next budget session.
- Special projects include assisting sister agencies with grant processes, helping to standardize the process, prepare RFPs, and review applications. Additionally, agencies outside DHHS, such as Silver State Health Exchange, have been contacting the OCPG for guidance.

- Staff has been researching grant management software with the intent to replace the current software with one more suited to the public sector sometime within the next six months. There is money in the budget and sister agencies in the Department will probably ask for money so everyone can all use the same software and share grantee information.
- Nevada 2-1-1 is undergoing a strategic planning process, resource updating and website redesign. We need help with resource updating; agencies are not responding to requests to update their information. Ms. Olson asked the GMAC if they know anyone who should be in the database to please ask them to contact us.
- Toby Hyman's position can't be filled until the next fiscal year, due to large payouts for sick and annual leave, so everyone on staff is pitching in.

#### Reply from the Department of Education

Ms. Olson stated that the last couple of GMAC meetings have included action regarding the request from grantees Daniele Dreitzer and Rebecca Le Beau for assistance from the GMAC in presenting child self-protection training in the classroom. The GMAC approved a letter to the Department of Education (DoEd) and received a reply from Dave Brancamp, Director of the Office of Standards and Instructional Support at DoEd. Ms. Olson read the email, which was provided in the meeting materials and is included in these minutes as Attachment A, in which Mr. Brancamp described the formation of a statewide committee to facilitate a standards revision process and invited a representative from the GMAC to sit on the committee. The issue will be on the agenda for one of the upcoming meetings of the Council to Establish Academic Standards. Michele Howser asked about appointments to that committee; Mr. Fontaine suggested those interested should contact Ms. Olson by March 21.

#### Battle Mountain FRC and FRIENDS FRC Update

Ms. Olson reviewed concerns discussed during the December 22, 2015 teleconference meeting, when the GMAC was apprised of serious fiscal mismanagement and some programmatic concerns at Battle Mountain FRC. Based on information provided by representatives of the FRC, GMAC recommended continued funding with special conditions and close monitoring by DHHS staff. DHHS Director Whitley seriously considered GMAC's recommendation until he learned that the FRC had been closed for two weeks over the holidays, with no outgoing message on voicemail about alternative services. At that point the Director decided to terminate the grant. Cindy Smith, Statewide FRC Coordinator, stated that Frontier Community Action Agency (FCAA), an FRC and CSBG-funded grantee in Winnemucca, has indicated a willingness to provide services in Battle Mountain. FCAA has a full-time employee in Battle Mountain providing FRC services as well as WIC and CSBG services, and is receiving \$6,000 in remaining FY16 grant funds originally awarded to Battle Mountain FRC.

Churchill County School District's FRIENDS FRC in Fallon self-terminated its grant. FRC services are now provided through Churchill County Social Services (CCSS), after the County Commission signed off on March 3, 2016. Remaining FY16 grant funds from FRIENDS FRC in the amount of \$12,000 have been awarded to CCSS to support the FRC program.

Mr. Musgrove expressed disappointment in the outcome of the Battle Mountain FRC but was appreciative of staff's follow-through to ensure that services continued for residents in the community. Mr. Fontaine asked if there is a longer-term plan to find a more stable and local provider in Battle Mountain. Ms. Olson replied that services will continue to be provided by FCAA. FCAA is in the community, has been in business a long time, and does a good job. When asked about the financial mismanagement at Battle Mountain, Ms. Olson stated that the matter is in the hands of law enforcement.

### Statewide Community Needs Assessment (CNA)

- The GMAC sent a letter to DHHS Director Whitley asking that the information gleaned from the needs assessment be used more broadly than just to prioritize FHN spending; specifically, to also be used to build other parts of the budget. Dena Schmidt, Deputy Director of Programs, responded on Mr. Whitley's behalf with a letter that was distributed in the meeting handouts, read into the record, and included in these minutes as Attachment B.
- Ms. Olson reviewed the preliminary CNA report dated February 26, 2016, which was included in the meeting materials. It details the methodology used to compile the information and lists the top needs as identified by existing data and by the type of help requested by consumers from service providers. In both cases, Health and Mental Health Care surfaced as the number one need, and Hunger as number two. Remaining categories in the top 12 include Transportation, Employment, Dental Care, Housing, Support for Persons with Disabilities and their Caregivers, Emergency Assistance, Substance Abuse, Education, Protective Services, and Help Finding Information.
- The next step is to validate these findings by conducting an online and paper survey, asking people to rank the services by importance to them. The survey also includes an open-ended question for additional needs or comments, and gathers demographic data about the respondent. The OCPG is also scheduling a few public forums throughout the state. The results of the surveys and public forums will be reviewed by an ad hoc GMAC subcommittee and presented to the GMAC at the June meeting.

Ms. O'Malley was supportive of the process, finding it a very fair approach, and asked about the outreach plan to ensure broad representation. Ms. Olson reviewed the outreach plan, adding that the OCPG will do its due diligence, but is reliant on individual participation. Elena Espinoza, OCPG, added that the CNA survey was translated into Spanish with the intent of reaching a 30% Latino or Multilanguage population across the state. Leslie Bittleston had a concern regarding the broad categorization of health care. She hoped that the final report would include specific needs within the category. Ms. Young-Richey commented on the survey question asking whether the respondent is a service provider and wondered if service providers would be completing the survey as an individual or on behalf of their client base. She noted that the subsequent question about household composition did not seem relevant for providers; instead, they should be asked about the clientele they serve. Ms. Olson said providers could choose to respond as a provider or as an individual, and acknowledged that the question about household composition might not be well suited to providers. She said that the demographic questions can be changed in the next needs assessment. However, the current survey has already been distributed and changing anything about it after launch could lead to unintended consequences.

Mr. Fontaine liked the approach, stating it was efficient and in line with what the GMAC would like to see; collaborating with other agencies to be as comprehensive as possible. He restated Ms. Bittleston's concerns of being able to identify specific needs within the broad category of Health and Mental Health Care. Ms. Olson explained the challenge of compiling the findings from various other assessments and reports. Every document was a little different; some included very broad categories that needed dissecting, while others were so specific that the needs had to be rolled up into a broader category. She expected that the detail would be extracted during open discussion at the public forums.

### **VI. Appointment of Ad Hoc Subcommittee**

Ms. Olson explained that an ad hoc subcommittee was needed to review the results of the Statewide Community Needs Assessment in May and bring funding priority recommendations to the GMAC at its June meeting. Subcommittees typically are comprised of a smaller subset of GMAC members, and can include

other individuals if the GMAC feels a need to include subject matter experts. There are no guidelines as to how many members a subcommittee may have. Once the GMAC finalizes and approves its recommendations, they go to the Director for his consideration along with the recommendations from the Commission on Aging (COA) and Commission on Services for Persons with Disabilities (COSPD). By statute, all three bodies bring recommendations to the Director, who considers all three and also ensures that funds are not supplanted and resources are maximized.

Mr. Fontaine called for volunteers to serve on the subcommittee. Diane Thorkildson, Marcia O'Malley, Candace Young-Richey, and Deborah Campbell all volunteered. Ms. Olson added that Jeff Bargerhuff, who was not present at the meeting, had also volunteered via email. Mr. Musgrove stated that Ms. Campbell offered to Chair the subcommittee, adding that she sat on the subcommittee two years ago when he served as Chair. Mr. Fontaine thanked those who volunteered and asked if they should consider adding outside experts. Ms. O'Malley suggested Jane Gruner, Deputy Director of Aging and Disability Services, as a member.

- Ms. Bittleston moved to appoint the aforementioned GMAC members and Ms. Gruner to the ad hoc subcommittee. Mr. Musgrove seconded the motion, identifying for the record GMAC members Marcia O'Malley, Jeff Bargerhuff, Candace Young-Richey, Diane Thorkildson, and Deborah Campbell as Chair.

Mr. Fontaine asked, as a point of order, if the Chairperson's role should be included in the motion. Ms. Campbell shared her background as an independent strategic planner and facilitator, former Chief Operating Officer of United Way, and experience working with many nonprofits.

Ms. Bittleston amended her motion to include Jane Gruner and GMAC members Marcia O'Malley, Jeff Bargerhuff, Candace Young-Richey, Diane Thorkildson, and Deborah Campbell as Chair. The amended motion was seconded by Mr. Musgrove.

Ms. Howser questioned whether, if Ms. Gruner declines the invitation to serve on the subcommittee, the subcommittee could move forward as the motion stands.

Ms. Bittleston restated her amended motion, to appoint the ad hoc subcommittee with Ms. Campbell as Chair, four additional GMAC members Ms. O'Malley, Mr. Bargerhuff, Ms. Young-Richey, and Ms. Thorkildson, and ADSD Deputy Director Jane Gruner or her designee. Mr. Musgrove seconded the motion and it carried unopposed.

## **VII. Public Comment**

There was no comment offered by members of the public.

Mr. Musgrove announced that March 10 is "Nevada's Big Give". He encouraged everyone to support the nonprofit community, adding they all need and would appreciate the support.

## **VIII. Adjournment**

Having concluded all business, the meeting adjourned at 10:20 am.